

Catering & Events Office

USAG Humphreys Family and MWR

Unit 15228

Telephone: 755-1264/1265

Customer Information

Event Host Name _____

Name of Event _____

Address _____

Duty Phone _____

Cell Phone _____

Email _____

Event Information

Date _____ Time _____ Room Reserved _____ 4 hrs. ____ 8hrs. ____

Type of Event _____ Number of Attendees _____

You understand that booking the Warrior Zone is an 18+ No Children venue and you will guarantee that your guests will not bring children to your event. Initials _____

Deposit Information

Cash _____ Check # _____

Credit Card Last 4# _____ Type _____ Expiration. Date _____

Total Event Cost Booked _____ 25% deposit _____

Deposit is credited to the final bill for the event.

Will this event be sponsored by a private organization or will your organization conduct fundraising activities during this event?

If yes, please ask for assistance in obtaining Family and MWR approval for your fund raising event.
Cancellation policy

If an event is cancelled 30 days prior to the event date, a full refund will be given. If an event is cancelled 16-29 days prior to the event start date, a 50% refund will be given. If an event is cancelled less than 15 days before the event, 100% of the deposit will be forfeited unless you provide a written document stating a mission requirement or unforeseen circumstances.

POC Name _____

Signature _____

Date _____